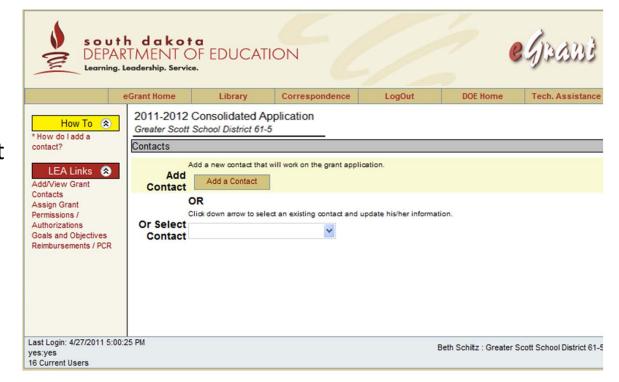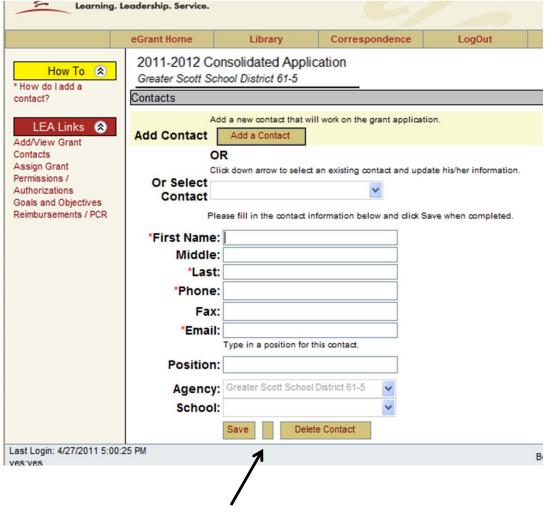# View/Add Grant Contacts

- Bottom of each page
  - Last login
  - Name & district for who is logged in
- Add Contact Button
  - To add a new contact
- Go button
  - To load contacts already added
  - Drop down arrow to see school contacts
  - Select one to see/change their information

Add Contact

- **Add information**
  - Starred items are required
  - Enter names and email carefully as this is what system looks as when assigning the first password
  - Position
    - drop down only when super or BM are made inactive or deleted
    - Can type a position in
  - Save button to save the information
  - Inactive button
    - To make a contact inactive (maybe reassignment of staff, or staff has moved away)
    - May not want to delete as it will delete anything that person has entered into the system

Should be the inactive button

Add/Edit Contact

- To edit a contact, select the contact from the drop down box
- The screen will automatically refresh
- Change the information and click the save button
- **NOTE:** Each person only needs to be entered **once!** If a person is entered more than once, this may cause a problem with the permissions/authorizations section
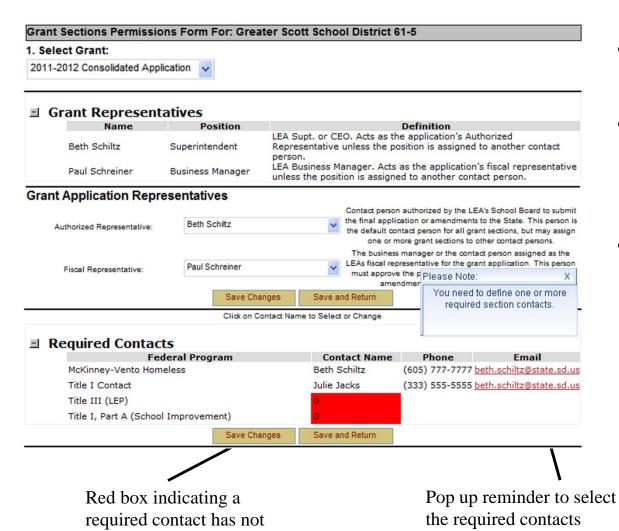
Permissions/Authorizations

- Select the grant from the drop down for the permissions needing to be changed

- Click the 'Go' button
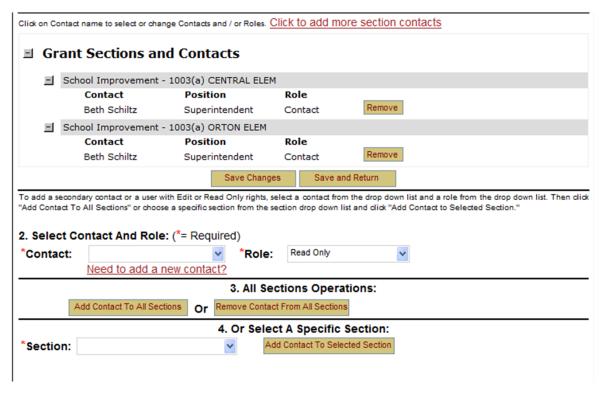
Permissions/Authorizations (Cont.)

Grant Sections Permissions Form For: Greater Scott School District 61-5

1. Select Grant:

2011-2012 Consolidated Application

⊟ Grant Representatives

Name	Position	Definition
Beth Schiltz	Superintendent	LEA Supt. or CEO. Acts as the application's Authorized Representative unless the position is assigned to another contact person.
Paul Schreiner	Business Manager	LEA Business Manager. Acts as the application's fiscal representative unless the position is assigned to another contact person.

Grant Application Representatives

Authorized Representative: Beth Schiltz

Contact person authorized by the LEA's School Board to submit the final application or amendments to the State. This person is the default contact person for all grant sections, but may assign one or more grant sections to other contact persons.

Fiscal Representative: Paul Schreiner

The business manager or the contact person assigned as the LEAs fiscal representative for the grant application. This person must approve the p...

Please Note: ✕

You need to define one or more required section contacts.

[Save Changes] [Save and Return]

Click on Contact Name to Select or Change

⊟ Required Contacts

Federal Program	Contact Name	Phone	Email
McKinney-Vento Homeless	Beth Schiltz	(605) 777-7777	beth.schiltz@state.sd.us
Title I Contact	Julie Jacks	(333) 555-5555	beth.schiltz@state.sd.us
Title III (LEP)	0		
Title I, Part A (School Improvement)	0		

[Save Changes] [Save and Return]

Red box indicating a required contact has not been selected.

Pop up reminder to select the required contacts

- **Select grant** – grant can be changed from this view
- **Grant Representatives** automatically load from 'add contact' section
- **Grant Application Representatives** – can be changed by using the drop down boxes and clicking the save changes button
- **Required Contact** – are selected by using the drop down boxes (if these are not filled in there will be a red box and a pop up reminder will appear
  - McKinney-Vento Homeless person can be anyone
  - Title I Contact cannot be the Authorized Rep
  - Title III (LEP) – can be anyone
  - Title I Part A (School Improvement) – can be anyone

Permissions/Authorizations (Cont.)

Click on Contact name to select or change Contacts and / or Roles. Click to add more section contacts

Grant Sections and Contacts

School Improvement - 1003(a) CENTRAL ELEM

Contact	Position	Role	
Beth Schiltz	Superintendent	Contact	Remove

School Improvement - 1003(a) ORTON ELEM

Contact	Position	Role	
Beth Schiltz	Superintendent	Contact	Remove

Save Changes   Save and Return

To add a secondary contact or a user with Edit or Read Only rights, select a contact from the drop down list and a role from the drop down list. Then click "Add Contact To All Sections" or choose a specific section from the section drop down list and click "Add Contact to Selected Section."

2. Select Contact And Role: (*= Required)

*Contact: [▼]   *Role: [Read Only   ▼]

Need to add a new contact?

3. All Sections Operations:

[Add Contact To All Sections]   Or   [Remove Contact From All Sections]

4. Or Select A Specific Section:

*Section: [▼]   [Add Contact To Selected Section]

NOTE: If the person you want to add to a section is not included in the drop down, you may need to go back to the add/edit contacts section and add the person

- **Grant Section and Contacts** automatically puts in the authorized rep – this can be changed by going to the select contact and roll

- **Select Contact and Roll** – use drop down to select the person, use the role to select (read only, edit, or contact)
  - Read Only is just that
  - Edit – person can edit grant
  - Contact – person can edit and submit that section for district approval

- **All Sections Operation** – adds the selected contact person to all section or removes from all sections

- **Select A Specific Section** – allows you to select a specific section to add a contact